



Please read important information below before submitting your registration

- Before registering for the exam, please contact your state board to learn how to become approved to test. Before NBCC can register you, we require confirmation of approval from your state board.
- Registrations are first received by our Accounting Department and forwarded to the Assessment Department after your fee has been processed. To confirm when your fee has been processed, please check with your financial institution.
- **The registration processing time is four weeks from the time your payment is processed.** Once registered you will be notified by email and postcard. Once registered, your exam fee is good for six months. Please note that many states impose their own eligibility deadlines that may be less than the six months NBCC offers.
- If you would like to check on the status of your registration, email examinations@nbcc.org with your state in the subject line.
- Special accommodation requests should be submitted to your state board for approval. The state board will notify NBCC once the request has been approved.
- Failure to contact your state board regarding special accommodation approval can delay the processing time. If your special accommodation approval is received after you are registered, this does not extend your six month eligibility time.
- A candidate may reschedule an examination appointment at no charge **one time** by calling AMP at 888-519-9901 at least two to three business days prior to the scheduled testing session. Please note, your rescheduled exam date must fall within your original 6 month eligibility period.
- Confirmation of your test date will come from AMP by email. You will not be sent an admission letter from NBCC. To verify your test date, contact AMP.
- Please do not contact AMP to schedule a test date until you have received confirmation from NBCC.
- **Your scores are automatically sent to your state board approximately four weeks after the last day of the testing week. Please check with your state board before requesting a score verification.**

It is the candidate's responsibility to ensure that all registration materials are received by NBCC.

If you are unsure of any piece of the registration process, please email NBCC at examinations@nbcc.org before submitting any registration materials or documentation.



NATIONAL BOARD FOR
CERTIFIED COUNSELORS®

ARKANSAS

LICENSURE EXAMINATION REGISTRATION

National Counselor Examination for Licensure and Certification (NCE®)
National Clinical Mental Health Counseling Examination (NCMHCE®)

Last name:

First name: MI Soc. Sec. #: - -

Address:

City: State

Zip Code: - Date of Birth: / /

Home - - Business: - -

EMAIL:

Male: ☐ Female: ☐ Other Name:

Ethnic Origin: ☐ ☐ ☐ ☐ ☐ ☐ ☐

African American Native American Asian Caucasian Hispanic Multi-Cultural Other

Check One: NCE ☐ NCMHCE ☐

****If a registration form is submitted to NBCC and the candidate is not approved by the Arkansas Board, the fee is non-refundable. ****

ABOUT REGISTRATION

- The cost to register is **\$195 for the NCE or NCMHCE**. This examination fee is non-refundable/non-transferable.
- Registration is required. Please allow 4 weeks processing time from the time your fee clears. **(To check the status of your registration, please send an email to examinations@nbcc.org with your state in the subject line as phone calls delay the processing time.)**
- You will be notified of the scheduling process by email and postcard once your examination registration is processed. **Candidates must test within 6 months of notification.**
- Special accommodation requests** need to be sent to the Arkansas Board of Examiners in Counseling for pre-approval.

FOR REGISTRATION, PLEASE SEND

- Your completed registration form with **original ink signature**.
- Your \$195 examination fee (please make check or money order payable to NBCC).
- ALL OF THE ABOVE MUST BE RECEIVED AND YOU MUST BE APPROVED BY THE ARKANSAS BOARD BEFORE YOU WILL BE ALLOWED TO SCHEDULE AN EXAM DATE.**

SEND YOUR REGISTRATION MATERIALS TO:
NBCC Assessment Dept.
PO Box 7407
Greensboro, NC 27417-0407

FAXED REGISTRATIONS WILL NOT BE ACCEPTED.

TESTING QUESTIONS? Tel: 336-482-2856; E-mail: nbcc@nbcc.org; Web site: www.nbcc.org/stateboardmap
Street Address: NBCC Assessment Dept., 3 Terrace Way, Greensboro, NC 27403

Have you previously taken the NCE or NCMHCE? Yes ☐ No ☐

If yes, on which date(s)? / / / /

Month Day Year Month Day Year

Master's Degree Granting Institution:

I understand and agree to the following: that I am taking the NCE or NCMHCE as part of the Arkansas state licensing requirements; and approval to take the NCE or NCMHCE or the receipt of a passing score does not demonstrate that Arkansas state licensure or NBCC certification requirements have been satisfied. I authorize NBCC to provide the Arkansas Board of Examiners in Counseling with examination results. Use of the NCE or NCMHCE scores for licensure in other states may not occur until licensure is granted in Arkansas. By signing this document, I hereby certify that the information and materials provided in this application are true, accurate, and complete to the best of my knowledge and belief. I agree to abide by all NBCC policies, procedures, and agreements concerning the NCE and NCMHCE examinations.

Signature: Date:

CHARGE ORDER FORM - DO NOT DETACH

Credit card type: VISA ☐ Mastercard ☐ American Express ☐

Account number: Exp. date: /

Name on card: Amt. charged: \$

Signature: Date:

**National Counselor Examination (NCE)
National Clinical Mental Health Counseling Examination (NCMHCE)
State Specific Insert
For Arkansas Licensure Candidates**

****This is a supplement to the NCE/NCMHCE Combo Candidate Handbook. You can download the handbook from the NBCC Web site at www.nbcc.org/stateboardmap.****

CONTACT INFORMATION

All questions and requests for information about Arkansas licensure should be directed to:

Arkansas Board of Examiners in Counseling
PO Box 70
Magnolia, AR 71754-0070
Phone: 870-901-7055
Fax: 870-234-1842
Web site: www.state.ar.us/abec

All questions and requests for information about the Arkansas licensure examination program should be directed to:

NBCC Assessment Dept.
3 Terrace Way
Greensboro, NC 27403
Phone: 336-482-2856
Web site: www.nbcc.org/stateboardmap

ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the Arkansas Board of Examiners in Counseling before testing. Once approved, candidates will receive a Licensure Examination Registration Form from the Arkansas Board. The Registration Form should be completed with an **original signature** and sent by U.S. postal mail to NBCC with the examination fee (\$195). **If a registration form is submitted to NBCC and the candidate is not approved by the Arkansas Board, the fee is non-refundable. (Fees are subject to change.)**

REGISTRATION DEADLINES

Candidates will need to allow 4 weeks processing time from the time your fee clears. Candidates can submit registration materials described above at any time after being approved by the Arkansas Board but be aware that space is limited. The fees are good for 6 months.

TESTING SCHEDULE

Testing is the first two full weeks of each month, Monday thru Saturday at 9:00am and 1:30pm, with four hours allowed for the exam. However, only certain sites offer Saturday testing; candidates should contact AMP for particular locations and dates. Candidates are scheduled on a first-come, first-served basis. Two testing locations are in Arkansas; however, a candidate may test at any of the over 170 AMP assessment centers across the U.S. The two sites in Arkansas are Fayetteville and Little Rock.

Examination schedule for 2011/2012:

❖	July '11	07/05 – 07/16
❖	August '11	08/01 – 08/13
❖	September '11	09/06 – 09/17
❖	October '11	10/03 – 10/15
❖	November '11	11/07 – 11/19
❖	December '11	12/05 – 12/17
❖	January '12	01/02 – 01/14
❖	February '12	02/06 – 02/18
❖	March '12	03/05 – 03/17
❖	April '12	04/02 – 04/07
❖	April '12	04/17 – 04/21
❖	May '12	05/07 – 05/19
❖	June '12	06/04 – 06/16
❖	July '12	07/02 – 07/14
❖	August '12	08/06 – 08/18
❖	September '12	09/04 – 09/15
❖	October '12	10/01 – 10/13
❖	November '12	11/05 – 11/17
❖	December '12	12/05 – 12/15

After the candidate receives confirmation from NBCC, the desired exam date should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line.

AMP Phone number: 888-519-9901
AMP Web site: www.goAMP.com

RE-REGISTRATION

Candidates who fail the exam must wait at least 3 months from their test date before they can retest. The actual retest date will depend on the monthly testing schedule and site availability. Candidates will need to send a new registration form and examination fee (\$195).

Candidates who fail twice must wait two years and apply as a new applicant meeting any requirements in place the date the new application is received by the Arkansas Board. Candidates should contact the Arkansas Board for reapplication requests.

SPECIAL ACCOMMODATIONS

Candidates who need special accommodations should contact the Arkansas Board for approval. NBCC must receive approval confirmation from the Arkansas Board before notifying AMP of the accommodations. Special accommodation approvals are good for one year. After one year, candidates will need to contact the Arkansas Board for another approval. Candidates testing with approved special accommodations should schedule their test via the toll-free number to ensure their accommodations are confirmed.

AFTER PASSING THE EXAM

Once a candidate has successfully passed the NCE or NCMHCE, the candidate must contact the Arkansas Board of Examiners in Counseling for further information. All questions about the Arkansas licensure process should be addressed to the Arkansas Board office.